



## Position Objective

Macedon Ranges Shire Council is committed to delivering services based on the Wellness and Reablement philosophy. This includes working with clients to identify their strengths, build their capacity to achieve their goals and enhance their independence and wellbeing.

The Community Connections Worker (CCW) will provide high quality services to older people and their carers.

## Organisational Values

Macedon Ranges Shire Council is committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

## Key Responsibilities and Duties

Each member of the Community Support Unit is required to perform a variety of tasks identified through the client Goal Directed Care Plan. The main aim is to assist the client to maintain their independence and health and wellbeing, and remain living in their home and community for as long as they wish or are able.

### Domestic Assistance

- Perform or assist with tasks identified in the client's care plan.
- Encourage the client to participate in implementing care plan with a restorative care approach to tasks.

### Personal Care

- Perform or assist with personal care for clients who have a limited ability to undertake the personal activities of daily living.
- Work with clients in a progressive manner to assist them to build their confidence and strengths by making use of aids and equipment with the aim of rebuilding the client's independence.

- Encourage clients in the use of new techniques such as equipment or change to habitual self care practices to improve their capacity for self management.
- To be undertaken by those that hold a Cert 111 Individual Support or equivalent

### **Respite Care**

- To provide support to carers of people within the Home Support Program target group by giving them a break from their caring responsibilities.
- To undertake a range of activities with the care recipient which supports enhancing the wellbeing of the person being cared for.
- To be undertaken by those that hold a Cert 111 Individual Support or equivalent

### **Monitoring Client Wellbeing**

- Monitor and report to supervisor any relevant changes in the client's health, safety or environment which may be having a positive or negative effect on their wellbeing.

### **Independence/Skills Promotion**

- Assist the client to develop new or re-learn old skills to increase and/or maintain the client's quality of life and independence at home and in their community.

### **Social/Emotional Support**

- Support the client to engage positively in social and community settings and provide practical social and emotional support as required to enhance their ability to remain living at home and taking part in the community.

### **Nutritional Support**

- Assist the client to implement or maintain a well-balanced and nutritional diet. This can include assisting with meal preparation, menu planning, shopping and delivered meals.

### **Other Duties**

- Maintain strict client privacy and service confidentiality at all times.
- Participate in care coordination meetings with service provision and/or assessment team.
- Participate in service development activities and attend all staff meetings, training sessions as required.
- Adhere to Council's policies and procedures including the Code of Conduct.

## Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

## Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

## Organisational Relationships

<b>Reports to</b>	Service Provision Officer
<b>Supervises</b>	Not Applicable
<b>Internal Contacts</b>	All other staff
<b>External Contacts</b>	Clients and their support people

## **Accountability and Extent of Authority**

- Ability to work independently under a framework of limited supervision within prescribed guidelines.
- Responsible for carrying out assigned tasks within allocated timeframe whilst maintaining a high standard of service.
- Responsible for developing positive and professional working relationships with clients, families and co-workers.
- Inform and seek advice from office or on-call staff regarding any unusual or emergency situations.

## **Judgement and Decision Making**

- Ability to follow instructions for each client as set out in their care plan and service agreements.
- Ensure that all possible risks are considered and avoided where practicable.
- Ability to use own judgment to address and resolve minor problems, ensuring all aspects out of the ordinary are reported to the office.
- Required to resolve minor problems with clients.

## **Specialist Knowledge and Skills**

- Demonstrated understanding of the importance of maintaining the functional status and wellbeing of older people and their carers, enabling them to retain their level of independence and quality of life.
- Knowledge of the Commonwealth Home Support Program and Community Care programs and an understanding of the issues facing carers and older people living independently in the community.
- Ability to make decisions consistent within guidelines and policies.
- Ability to work within a changing and multi-disciplinary team environment to achieve collective goals and objectives outlined within Service Plans and Work Plans.
- Understanding of the Wellness and Reablement philosophy and its application with Aged Care.
- Understanding of Equal Employment Opportunities (EEO) and OH&S issues.
- Ability to effectively promote programs and the needs and interests of consumers when required.

## Management Skills

- Basic skills in managing time, planning and organising own work.
- Provide guidance, advice and training of other staff in routine matters.

## Interpersonal Skills

- Oral and written communication with clients, employees and members of the public, and in resolving minor problems.

## Qualifications and Experience

- Certificate III in Individual Support or equivalent, or willingness to obtain.
- First Aid Certificate Level 2.
- Knowledge and skills gained through on the job experience and training that is equivalent to the requirements of this band.
- Current Victorian Driver's Licence.
- Hold a current Working with Children card

## Selection Criteria

1. Certificate III in Individual Support or equivalent, or willingness to obtain.
2. Understanding of Wellness and Reablement and its application with Aged Care.
3. Ability to interpret and deliver on goal directed care plans, to monitor and report on client's health and well being.
4. Demonstrated ability to accept direction, work alone and make informed decisions within the requirements of Occupational Health and Safety.
5. Willingness to undertake pre-employment medical check prior to commencement.
6. A well maintained and comprehensively insured and registered vehicle
7. Access to a computer and able to navigate the internet and use email
8. Hold a current Working with Children Card prior to commencement.

**Note: Appointment is subject to the successful completion of a National Police Check.**

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2019
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

## Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

## **More Information**

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

## **Canvassing of Councillors and Council Officers**

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.